

## **Apostille of a Diploma and/or Transcript**

An Apostille is utilized to allow documents to be recognized across international borders.

### **Diploma**

- Make a quality color copy of your diploma (you may scale it down if necessary to 8.5 x 11 or even smaller (Dominican University New York does not retain copies of diplomas).
- Send a written statement requesting the notarization of your diploma and the copy of your diploma to the Office of the Registrar at the following address:

Dominican University New York

Attn: Office of the Registrar

470 Western Highway

Orangeburg, NY 10962

- The Office of the Registrar will notarize your diploma and provide a degree verification letter that will be returned by regular domestic mail.

### **Transcript**

- Order an official transcript at [www.getmytranscript.org](http://www.getmytranscript.org).
- In the section, "How do you want your transcript sent?" Choose MAIL from the drop down.
- In the section, "Enter other required instructions only" type Apostille.
- The Office of the Registrar will notarize your transcript and also provide a degree verification letter that will be returned by regular domestic mail.

All documents notarized by the Office of the Registrar will be returned to the student. Once your order with Dominican University is complete, notarized documents should be delivered to:

Office of the Rockland County Clerk

1 S Main Street #100

New City, NY 10956

**It is the student's responsibility to obtain this additional certification and pay all fees.**

After the County Clerk has authenticated the document, it will need to be sent to the New York State Department of State Division of Licensing Service to be apostilled. Follow the directions on their website <https://www.dos.ny.gov/licensing/apostille.html>.